

## **VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES**

The REGULAR MONTHLY MEETING OF THE Village Board of the Village of Wrightstown was held at Village Hall, 352 High St, on **Tuesday, 09/18/2018**.

Meeting was called to order at 6:00 p.m. by Village President Dean Erickson and the Pledge of Allegiance was recited.

Roll Call: Present –Village President Dean Erickson, Trustee Sue Byers, Trustee Andy Lundt, Trustee Scott Reigner, Trustee Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt.

Also present: Brian Roebke (Wrightstown Area Spirit), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Public Works Superintendent Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Deputy Clerk/Treasurer Patti Leitermann and residents Tim Dole and Linda Verboomen

**PUBLIC HEARING** –Public Hearing regarding the Annexation Petition received from Aaron D. & Kiana Robertson and Craig D. & Bonnie A. Micke for part of Town of Wrightstown parcel W-53-3 and all of parcel W-499-2. Zoning to be (R-1) Residential.

Three calls for public input with no response.

Motion made by S Byers with a second made by T Schaeuble to close the public hearing. **Motion carried.**

**MINUTES** – Motion by D Segerstrom with a second made by K Wendlandt to approve the September 4, 2018 meeting minutes with a correction under Parks, Recreation and Regional Planning, Resolution 09182018. The Wisconsin Department of Revenue was incorrectly listed and should be Wisconsin Department of Transportation. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by D Segerstrom to approve the vouchers, as submitted, in the amount of \$58,229.83 from August 31, 2018 through September 12, 2018. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK-INS** – None

**CORRESPONDENCE** – None

### **ADMINISTRATOR’S REPORT**

- Plans for the riverfront development are almost finalized and should be sent to the Planning Commission in time for the October meeting. Construction to kick off in October or November 2018
- Utilities project to be started next week
- Department Head budget numbers are being imported in the budget spreadsheet. The first draft will be presented to the Board at the October 2<sup>nd</sup> meeting. We received our state aid estimates for 2019. The “Shared Revenue” and “Utility Payments” are not changing, however, we will be receiving \$33,307 for expenditure restraint that we did not receive in 2018. Healthcare costs increased less than 1% which equates to approximately \$20/month additional premium.
- Employee evaluations are wrapped up. Performance bonuses will be disbursed with one of the payroll runs in October.
- September Music in the Park drew in approximately 30 people even though the mosquitoes were fierce

- Great feedback is being received regarding our community events. The Village is taking over the Christmas parade in conjunction with the local business alliance. The event date is scheduled for December 1<sup>st</sup> at noon. The tree lighting ceremony will be held the night before, Friday, November 30<sup>th</sup>, so the tree is up for the parade. We are also working with the High School to schedule a winter movie when the auditorium is set up for their holiday events. Using their licensing and screens will save on costs. School groups are being invited to sell concessions but we are hoping to have free options to offer as well.
- Received recommended changes to our Personnel Policy Manual from Attorney Bob Gagan's office due to the recent update done by Trustee Keith Wendlandt, Trustee Sue Byers, Clerk/Treasurer Michelle Seidl and Administrator Travis Coenen. Administrator Coenen has asked that all recommended changes be reviewed so they can be discussed at a future meeting he will schedule. The goal is to bring to the employees early in October to go over changes so we can implement January 1, 2019. Thank you to Keith and Sue for your hard work on this project!

## COMMITTEE REPORTS

### FINANCE/PERSONNEL - -

- **2019 Board Member Wage:** Decision was made to not change monthly trustee salaries in 2019.
- **2019 Chief Inspector/Election Official Hourly Wage:** Review of the Wisconsin election official salary survey completed in September 2018. Motion made by K Wendlandt with a second made by D Segerstrom to determine the median wage from the September 2018 salary survey, to not exceed \$10.00 per hour for our regular election staff and \$12.00 per hour for our chief inspector. **Motion carried.**

### PARKS, RECREATION & REGIONAL PLANNING - -

- **Ordinance 09182018 Annexation**– Motion made by T Schaeuble with a second made by K Wendlandt to approve Ordinance 09182018 annexing part of Town of Wrightstown tax parcel W-53-3 and all of tax parcel W-499-2 to the Village of Wrightstown, Brown County. Zoning for annexed territory is to be designated as (R-1) residential. **Motion carried.**
- **Aaron Robertson CSM** –Motion made by T Schaeuble with a second made by S Byers to approve the dividing CSM for Aaron Robertson, Red Clover Lane, for expansion into Harvest Moon Estates, Parcel VW-W-53-3, Village of Wrightstown. **Motion carried.**
- **Don Wierschke CSM** – Motion made by T Schaeuble with a second made by S Byers to approve the extraterritorial dividing CSM for Don Wierschke, 1170 Meadowlark Rd., Parcels W-637 and W-638, Town of Wrightstown. **Motion carried.**
- **Subdivision Restricting Covenants** –Enforcement of subdivision covenants was discussed at length at the September 18<sup>th</sup> board meeting. It was noted that the Village has rights to enforce regulations for the Royal St. Pat's subdivision due to "tools" being included in the covenant wording. Also, because the subdivision is a planned development district, we have some architectural control. However, the Village has very little authority to enforce covenants in other subdivisions and has been advised against doing so for liability reasons. To try and protect the integrity and value of our subdivisions, the available Village subdivision covenants have been gathered and posted on our website. A sign off sheet, completed during the building permit process, has also been created. This is our assurance that property owners are aware of their subdivision covenants and that non-compliance could lead to civil litigation, initiated by their neighbors. Request was made that the building contractor be required to sign this document as well.
- **Royal St. Pats Light Posts** – In past years, Hillcrest Homes provided (and charged) property owners for the light posts that are a requirement of the subdivision covenant. Now that Hillcrest Homes is no longer acting as the developer, the question as to where to get them, has come up. Because this style is being phased out, Delsart Electric has offered to order a large volume of them, for us, at a per quantity price. However, the Village would have to cover the initial cost and then take over responsibility of

selling them to Royal St. Pat's residents to recover the investment. Trustee Wendlandt indicated that an HOA may be created in the near future and the HOA could possibly take on this responsibility. It was decided to not move forward with the purchase for this reason and the fact that the Village has very little storage space available.

- **Tweet Garot Sign Plan** – Monument sign for Tweet Garot fits within municipal code criteria. However, the building sign, is larger than regulation allows. The Planning Commission feels the sign is eye catching and applicable to the size of the project and the Village is within its rights to approve a variance to the sign size. Motion made by T Schaeuble with a second made by K Wendlandt to approve the sign plans for the Tweet Garot manufacturing facility. **Motion carried.**
- **Performa Architects & Engineers Downtown Vision Study** – It was indicated, by Performa Architects & Engineers, that the Village is able to establish a “do not exceed” budget amount for the Downtown Riverfront Vision Study based on available funding. Performa will then provide the best product they can, for that price, in a four week time frame. To date, there is approximately \$30,000 in the excess stadium tax account, which is how this project will be paid for. Motion made by T Schaeuble with a second made by D Segerstrom to approve the proposal from Performa Architects & Engineers for the Downtown Vision Study, to not exceed \$15,000. Six in favor, one nay by Trustee Scott Reignier. **Motion carried.**
- **Storm Water Treatment Plan RFP** – The Village is looking to create a RFP for a storm water concept plan for the west side of CTH U and Royal St. Pats subdivision. Three RFP options: 1. Outline the acreage that the storm water drainage is to cover with a specified discharge point and ask for project bids. 2. Request a plan for storm water drainage for a specific area and allow the designer to offer discharge solutions and then price. 3. Specify area to be serviced by the drainage project and allow the designers to come up with concepts. The village would then pay for the top 3-4 concepts and request bids for the work. Option 3 may result in the most innovative solution for the community. Administrator Coenen to reach out to area consultants to get a fair number for the purchase of the concepts, as outlined in option 3, and will present to the Village Board so a RFP “do not exceed” price can be established.

#### **PUBLIC SAFETY - -**

**Fire Department** – No questions on the Fire Department reports provided

**Police Department** – Brown County Securus Computer Aided Dispatch system go live date has been pushed back with no new date yet set. Officers provided a presence for Music in the Park on August 4<sup>th</sup>. Chief Deike and Officer DeWinter attended a luncheon during the recent Governor's Conference. Due to the Police Department's participation in the “Click It or Ticket” mobilization in May of 2018, a \$4,000 grant for equipment was received!

#### **PUBLIC WORKS & UTILITIES - -**

**Public Works** – Top coat of Fox Shores will be paved on Thursday. Project costs, prepaid by the Village, will be refunded by the subdivision developer. On September 24<sup>th</sup>, the secondary line for the river crossing to be installed.

Consultants working on the Village's response to the Town of Wrightstown annexation, in preparation for the upcoming court date.

**ADJOURN - -** Motion made by S Reignier with a second S Byers to adjourn. (7:07 p.m.) **Motion carried.**

Michelle Seidl

Clerk/Treasurer